How to Register another Participant for NAMIWalks

Login
Go to your NAMIWalks website and click the LOGIN button at the top of your screen. Log in with your username and password.

Step 1:
Always click Dashboard on the top menu bar of your page to get to the “back end” of your page.

Step 2:
Once you are logged in, scroll down and click Register Another Participant inside the Your Fundraising box on the right-hand side.

Step 3:
This will take you to the registration page. Enter the new participant’s name and select their relationship to you from the drop-down list.

If you do not want to use your address for the new participant, you will be given an opportunity to enter their information in Step 9.

Step 4:
Who will manage this participant’s account?
If you are registering your children or others who do not have online access, you can choose to manage their account. Otherwise, it’s important to let them manage their own account. You will need their email address for this option.
Step 5:
Next you will complete their participant type as shown to the right. If you select **Walk Star, Team Member** or **Walker on a Team**, the system will default to your team name.

If the walker would like to be on a **different team**, you will not be able to register them.

Step 6:
Click **Continue to Next Step**.
Step 7:
Now complete their registration details. Questions with a red asterisk must be completed to move on. Our recommended Fundraising Goal is a minimum of $100 so they can earn a T-shirt on Walk Day.

Step 8:
If you are registering for a participant who does not share the same address as you, you will be asked to input their Address Information and Phone Number.

Step 9:
Be sure to review and click the “I Agree to the Terms and Conditions” box at the bottom to continue.
Step 10:
Click Continue to Confirmation

Step 11:
Finally, you will have a chance to review the information you inputted, and make corrections as necessary. When you are ready, click Complete Registration.

If you need assistance, contact your Local Walk Manager.